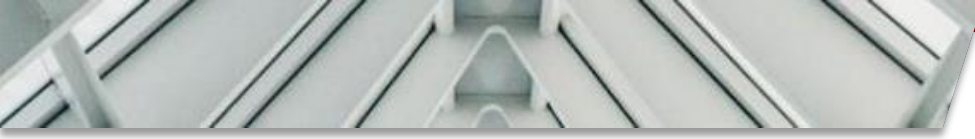
2023-2024

HIGH SCHOOL DUAL ENROLLMENT HANDBOOK
FLORIDA ATLANTIC UNIVERSITY



FLORIDA ATLANTIC UNIVERSITY DUAL ENROLLMENT HANDBOOK

2023-2024

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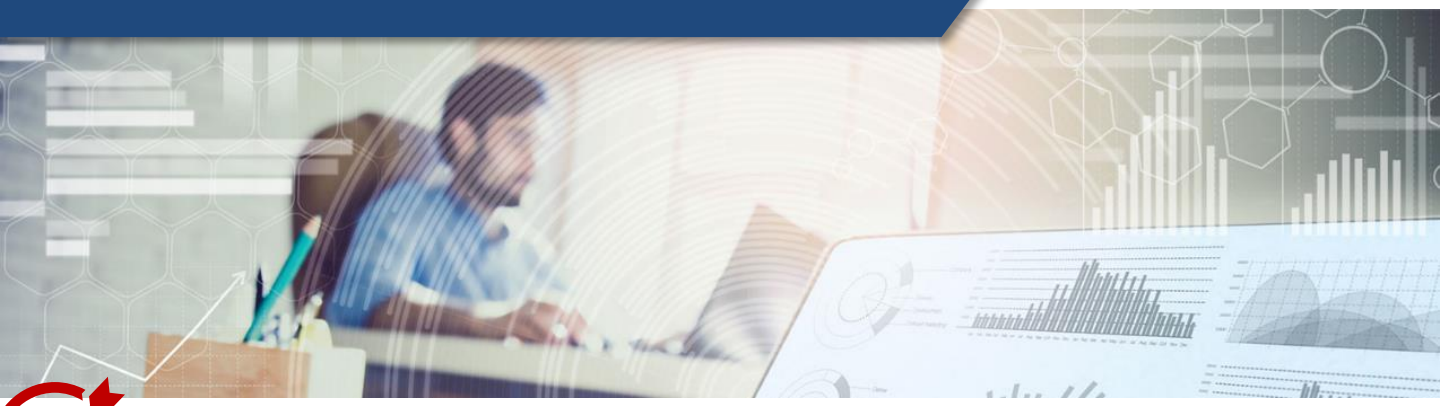


What is High School Dual Enrollment?

High School Dual Enrollment at Florida Atlantic University (FAU) is a program which allows eligible high school students to enroll in classes at FAU and earn credit toward high school graduation and future college degree programs simultaneously. Through this acceleration mechanism, credits earned will be applied to the student's high school transcript and FAU transcript. Dual Enrollment is available to local school district, private and charter school, and home school secondary students. Dual Enrollment is established by law (Florida Statute 1007.271), and FAU operates its program in accordance with local articulation agreements.

There are two dual enrollment options at FAU:

For students who desire to dual enroll on a part-time basis by taking one or two courses while completing their high school coursework. At FAU, dual enrollment courses are only offered on FAU's Boca campus or online.

Enables qualified public, private, PEP, and home-school students who have completed the junior year to enroll in approved academic courses offered through Florida Atlantic University. If accepted for early admission, the student enters FAU instead of attending high school for the senior year and will spend the fall and spring semesters full-time at FAU. The credits that students earn through early admission count toward both a high school diploma and a college degree.

DUAL ENROLLMENT BENEFITS

1 Transferability

Provides students with college credit that is transferable to a college or university

2 Time

Shortens the time to attain a college degree or certificate

3 Resources

FAU Dual Enrollment students have access to the College's resources such as tutoring, clubs, and extra-curriculars

4 Opportunity

Enriches the course opportunities for outstanding secondary school students

5 College Credit

Becomes part of a student's permanent high school and college transcripts

6 Rigor

Exposes students to the rigor of the university curriculum

7 Savings

Saves students and parents money, as dual enrollment students are exempt from paying tuition and fees

8 Atmosphere

Provides a preview of the "college experience" by having access to the intellectual, social, and recreational resources available on campus

ELIGIBILITY

To be eligible for the Dual Enrollment program at FAU, you must meet all of the following requirements and submit the application materials by the deadline

- ✓ Enrolled in grades 6-12 in either a Palm Beach or Broward County public high school, home education program, or approved private school
- ✓ Receive approval from your high school (via the signed Permission Form)
- ✓ Have at least a 3.0 unweighted cumulative high school GPA
- ✓ Have completed at least 4 high school credits, with 1 credit in English and 1 in math
- ✓ Take the ACT, SAT, Accuplacer, CLT, or PERT and achieve all of the minimum scores on any one test (listed below). Scores from different tests cannot be mixed and matched.

ELIGIBLE TEST OPTIONS

ACT®

CLT

Florida P.E.R.T.
Postsecondary Education Readiness Test

ACCUPLACER®

SAT®

Test	Reading/Verbal	Writing/English	Mathematics/Algebra
A.C.T.	19	17	19
Next-Generation Accuplacer (Through July 2022)	245	245	242
Next-Generation Accuplacer (Since August 2022)*	256	253	261
P.E.R.T.	106	103	114

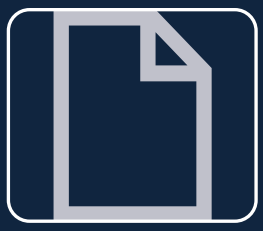
Test	Reading/Verbal and Writing	Mathematics
S.A.T.	490	480
C.L.T.	38	16

*Students must achieve all of the minimum scores on any one test (listed below). Scores from different tests cannot be mixed and matched.

THE APPLICATION PROCESS
NEW STUDENTS

Complete Online Registration Form

- Students should complete the Online Registration form located on our website.



Complete Permission Form

- Students should complete the correct permission form for their County. The permission form should be discussed with your school counselor prior to submission.

Obtain Proof of High School GPA

- Students are welcome to use their unofficial transcript. Broward County students can use a PDF of their Virtual Counselor.
- Proof of your current high school GPA should show your full name.

Obtain Proof of Eligible Test Scores

- FAU accepts test scores from the PERT, Accuplacer, SAT, CLT, and the ACT. Minimum score requirements can be found on our website.
- Proof of your eligible test scores should show your full name.

Submit Application

- Your application should be submitted in PDF format to hsdual@fau.edu. All documents should show your full name.
- Applications must be submitted by the deadline for the term you are applying for. Late or incomplete applications will not be processed.

THE APPLICATION PROCESS
RETURNING STUDENTS

Complete Permission Form

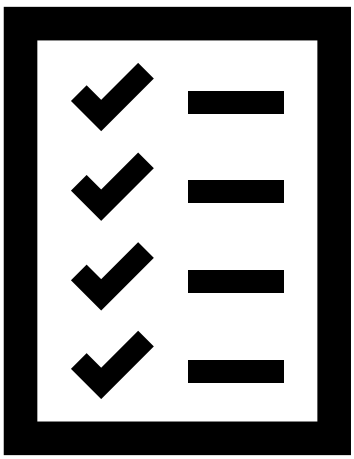
Students should complete the correct permission form for their County. The permission form should be discussed with your school counselor prior to submission.

Obtain Proof of High School GPA

- Students are welcome to use their unofficial transcript. Broward County students can use a PDF of their Virtual Counselor.
- Proof of your current high school GPA should show your full name.

Submit Application

- Your application should be submitted in PDF format to hsdual@fau.edu. All documents should show your full name.
- Applications must be submitted by the deadline for the term you are applying for. Late or incomplete applications will not be processed.



ADVISING TIPS

1 Access

Dual Enrollment students have access to most undergraduate FAU courses by meeting the testing requirements and prerequisites

2 Access Denied

DIS, Study abroad, graduate, and 1-2 credit courses are not permitted. Our general guidelines can be found on page 10

3 Registration

Be sure to view registration tutorial videos before registration opens! Tutorial videos can be found on the Registrar's Website.

4 FERPA

While most DE/EA students are under 18, they fall under FERPA. However, FAU can share student information with school counselors.

5 Holds

Be sure to check your holds and reach out to the right department to resolve them!

6 Accommodations

If you need accommodations, please visit Student Accessibility Services.

7 IB, AICE, AP

More students are taking advantage of multiple acceleration methods. Be sure to check with your counselor to ensure you aren't taking a course you already have credit for.

8 Excess Credit

Any college credit earned while still in high school does not count towards the Excess Credit Law (F.S. 1009.286)

9 Grades Matter

Students are building a high school and college transcript. Not being successful in courses may affect college and financial aid.

ADVISING TIPS

11 Full Courses

Is a course you want to take full? Keep trying! Space may open up. It is also a good idea to talk to your school counselor about backup options

12 Transferability

Florida state law (F.S. 1007.271) guarantees FAU credit transferring to in-state public institutions. DE credits may differ when going out-of state and to highly selective schools.

13 Prerequisites

If you believe you already met a prerequisite due to exam credit/another college course (not taken at FAU), then you must request overrides directly from the department over the course.

14 Advising Hours

Please reach out to the Dual Enrollment Coordinator for up-to-date advising hours and/or to schedule an appointment.

15 Course Availability

Not all courses in the course catalog are offered every semester. Additionally, not all courses are offered online or at the time you may need. Be sure to look at the course schedule prior to registration.

16 Withdrawal

All grades, including a "W" for withdrawal, become a part of your permanent college transcript and may affect subsequent postsecondary admission. If you withdraw from a course after the drop/add deadline, or receive a C- or lower, you will no longer be eligible to participate in Dual Enrollment at FAU.

COLLEGES AT FAU

Arts and Letters

- Anthropology
- Architecture
- English
- Film and Video
- History
- Humanities
- Languages
- Political Science
- Sociology
- More can be found here

Education

- Communication Sciences and Disorders
- Counselor Education
- Curriculum and Instruction
- Special Education
- Educational Leadership
- More can be found here

Science

- Biological Sciences
- Chemistry and Biochemistry
- Geosciences
- Mathematical Sciences
- Physics
- Psychology
- More can be found here

Business/Nursing

- BUISNESS
- Economics
- Management Programs
- More can be found here

- NURSING
- General Nursing
- More can be found here

Engineering and Computer Science

- Civil, Environmental, and Geomatics Engineering
- Electrical Engineering
- Computer Science
- Ocean and Mechanical Engineering
- More can be found here

Social Work and Criminal Justice

- Criminology and Criminal Justice
- Social Work
- More can be found here

GENERAL GUIDELINES, COURSE RESTRICTIONS, AND REGISTRATION POLICIES

Course Restrictions and Registration Policies

Fall and Spring
Dual Enrollment students may register for a maximum of 8 credit hours within the full term. Students are not eligible to register for part of term classes.

Summer
Dual Enrollment students may register for a maximum of 4 credit hours. Students are eligible to register for courses in any part of term.

Dual Enrollment students may not register for:

- Courses that are less than three credits without a corresponding lecture/lab
- Courses that are pass/fail or satisfactory/unsatisfactory
- Directed independent study courses
- Study abroad courses
- Graduate level courses
- Courses for which prerequisites have not been met

  FAU does not record test scores or transcripts for Dual Enrollment students. If you believe you already meet a prerequisite due to exam credit or another college course (not taken at FAU), then you must request overrides directly from the department over the course.

Dual Enrollment students are only permitted to register for four courses within the College of Business

ECO 2013 – Macroeconomics
ECO 2023 – Microeconomics
GEB 2011 – Introduction to Business
ISM 2000 – Information Systems Fundamentals

Any class that you register for must be listed on your Permission Form. Updated Permission Forms can be submitted until the last day of drop/add. After drop/add is over, you will be dropped from any classes that are not listed on your Permission Form.

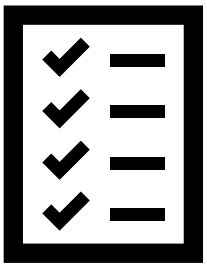
If you withdraw from a course after the drop/add deadline, you will no longer be eligible to participate in Dual Enrollment at FAU.

REGISTRATION

Before Registration

- Check the course schedule to see if the course you would like to take is offered at an ideal time.
- Check the course schedule to see if the course you would like to take is offered in the instructional method you want (in-person vs. online)
- Consider backup options if the courses you would like to take are full
- Watch registration tutorials and obtain prerequisite overrides from the department over the course
- If you are planning on taking a math course, you MUST take the ALEKS exam
- If this is your first time participating in Dual Enrollment at FAU, make sure you replied to your "Application Complete" email

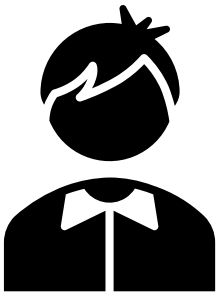
During Registration



- If a course you would like to take is full, keep trying! Many students are still adjusting their schedule and space may open up.
- You can add and drop courses without consequence until the last day of drop/add for the term
- Be sure to double-check our general guidelines! You will be dropped if you are registered for a course that is not eligible for Dual Enrollment.
- Check your FAU Email consistently
- Submit additional permission forms as needed by the last day of drop/add

After Registration

- Enjoy your course! Please reach out to us for any questions or concerns.
- Be sure to take advantage of tutoring opportunities and your instructor's office hours.



Modality

FAU Dual Enrollment students have two modalities of instruction:

1. On-Campus Instruction, where students can take a variety of coursework at the Boca Campus.

2. Online instruction, where students can take courses through an integrated online learning management system.

Course Selection

Dual Enrollment students have access to hundreds of courses in person on the Boca campus or online. Students can take a variety of undergraduate courses from The College of Science, The College of Engineering, and more.

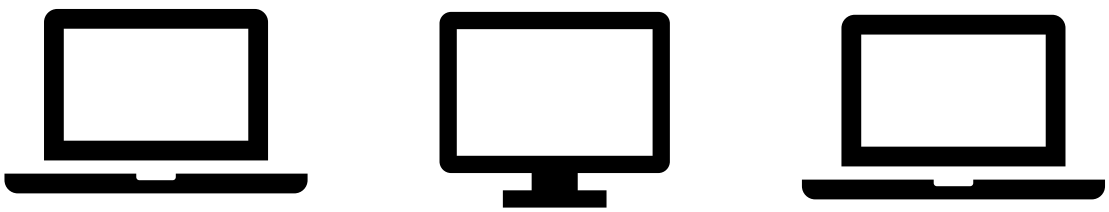
HOW DO I REGISTER FOR COURSES?

We highly recommend watching all registration tutorial videos prior to registration. Tutorial videos can be found on the Registrar's website.

REGISTERING FOR CLASSES

Once you have resolved any holds, you can register for classes by following these steps:

1. Log in to your MyFAU account
   If you do not know what your MyFAU account User ID and/or password is, please go to the following site to activate your account:
   https://accounts.fau.edu/SelfService/registration.
   If your account is not found or you cannot log in, please contact the helpdesk at 561-297-3999.
2. Select **FAU Self Service**
3. Select **Student Services**
4. Select **Registration**
5. Select **Registration (Add or Drop Classes)**
6. Click on the box that says **"Click Here for Registration"**
7. Select **Register for Classes**
8. Select the term that you want to register for and click **Continue**
9. You can register for classes using the searchable schedule, entering the CRN, or from a registration plan (Plan Ahead)
10. After searching for classes, select the **Add Course** button
11. In the registration summary section, the course should list "Pending" and "Web Registered"
    *If registering for a waitlisted section, please see the additional instructions on the next page
12. To add the course, select **Submit** at the bottom right



JOINING THE WAITLIST

Adding yourself to the waitlist does not automatically enroll you in the course. Once you receive an email notification to your FAU email that a space is open in the course, you must update your registration to "Web Registered" in order to fill the open space. If action is not taken in the allotted time, you will be removed from the waitlist and the space will be held for the next person.

To add yourself to the waitlist:

1.Log in to your MyFAU account
If you do not know your MyFAU account User ID and/or password, use this link to activate your account: https://accounts.fau.edu/SelfService/registration. If your account is not found or you cannot log in, please contact the Help Desk at 561-297-3999.
2.Select **FAU Self Service**
3.Select **Student Services**
4.Select **Registration**
5.Select **Registration (Add or Drop Classes)**
6.Click on the box that says **"Click Here for Registration"**
7.Select **Register for Classes**
8.Select the term that you want to register for and click **Continue**
9.You can register for classes using the searchable schedule, entering the CRN, or from a registration plan (Plan Ahead)
10.After searching for classes, select the **Add Course** button
11.In the registration summary section, change the Action box to "Wait Listed"
12.Select **Submit** at the bottom right

If you receive an email notification to your FAU email that a space is open in the course, you must change the Action box to "Web Registered" and press Submit to enroll in the class.

WAITLIST REMOVAL

To remove yourself from the waitlist, you can either take no action after receiving the waitlist email, or you can remove yourself manually from the registration page through the following steps.

To remove yourself from the waitlist:
1.Log in to your MyFAU account
2.Select **FAU Self Service**
3.Select **Student Services**
4.Select **Registration**
5.Select **Registration (Add or Drop Classes)**
6.Click on the box that says **"Click Here for Registration"**
7.Select **Register for Classes**
8.Select the term and click **Continue**
9.In the registration summary section, change the Action box to "Web Dropped"
10.Select **Submit** at the bottom right

More information about course registration can be found on the FAQ page, and common registration issues and solutions can be found here. You can also watch a tutorial on how to register here.

Please note that it is important to keep only one browser window open at a time when using Plan Ahead or registering for classes.

STUDENT FEES

Tuition, registration, and lab fees are waived for Dual Enrollment students. However, all students are responsible for the following fees:

- Owl Card
  - $10.00 one-time student ID card fee
  - Assessed in the student's first semester of enrollment
- Transportation Access Fee (TAF)
  - All FAU students are responsible for paying this fee each semester they enroll, whether or not they park on campus
  - For current costs please visit: The Controller's Office Tuition Breakdown

Additional fees that may be incurred by the student
Ex: library fines, parking tickets, owl card replacements, late registration or payments fees, etc.

HOW CAN I PAY MY FEES?

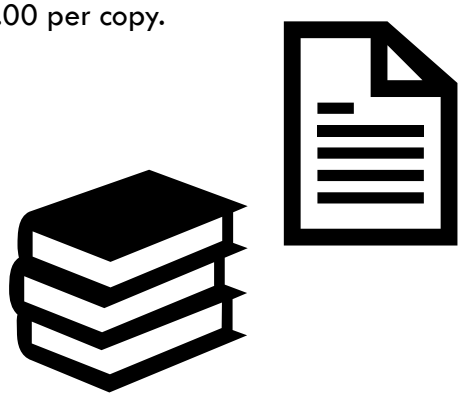
To remit payment online, please follow these steps:

- Go to: https://myfau.fau.edu/
- Select Sign in to login to your MYFAU account
- Select FAU Self Service
- Select Account summary by Term to view statement
- Select Pay Your Bill or Review Your Statement
- Select Make Payment button.

TRANSCRIPTS AND GRADES

• The University will send a transcript of grades to your high school once the semester has ended.
• You can view your final grades at the end of the term through your MYFAU account.
• You must earn a C (2.0) or better in each course taken at FAU in order to continue in the program.
• If you are planning to apply to other colleges after you graduate, you will need to request official transcripts through MyFAU. There is a fee of $10.00 per copy.

Once in FAU Self-Service:
1. Select: "Student Services"
2. Select: "Student Records"
3. Select: "Order Official Transcript"
4. Follow the instructions on the individual pages.



TEXTBOOK INFORMATION

Please make sure your course selections are final before purchasing books. You must pick up your textbooks by the second week of classes for the term that you are registered for.

Palm Beach County Public School Students:
Obtain a book voucher from your High School Guidance Counselor and take the completed form, along with a copy of your course schedule, to Booksmart.
"I-clickers" and electronic codes may not be covered by the book vouchers.

Broward County Public School Students:
Fill in the textbook information on your signed Permission Form and bring it, along with a copy of your course schedule, to the University Bookstore.
"I-clickers" and electronic codes may not be covered by the book vouchers.

Non-Public, Private, Charter, or Home Education Students
When your schedule is finalized, send an email stating so to hsdual@fau.edu. If sent during the drop/add period, please note that any schedule changes after this email will need to be processed through the dual enrollment office.

If your courses are eligible, you will receive an approval email reply; take this email (printed or on your phone) with a copy of your schedule and your Z number to the University Bookstore.
"I-clickers" and electronic codes may not be covered by the book vouchers.

COURSE SELECTION RESOURCES

Curriculum Sheets by Major

Do you already know what you would like to major in? Check out the Curriculum Sheets by Major. These sheets will show you the course requirements for each major at FAU.

University Catalog

Looking for course descriptions? You can find them in the University catalog.

General Education Curriculum (IFP)

Visit the General Education Curriculum page to see a list of courses, all at the lower division level, that meet the general education requirement at FAU.

Searchable Schedule

After creating a list of courses that you are interested in, visit the searchable schedule! The searchable schedule will tell you if/when the courses you're interested in are offered during the term that you are registering for.

CONTACT US

Michaela Mack

Dual Enrollment Coordinator

FAU Office of the Registrar, SU-80

Phone: 561-297-2009

Fax: 561-297-2081

Email: hsdual@fau.edu

Website: https://www.fau.edu/registrar/dual-enrollment/

RESOURCES

Office	Phone	Email (if applicable)
Help Desk	567-297-3880	-
Owl Card Center	561-297-3040	admissions@fau.edu
Student Accessibility Services	561-297-3160	fautesting@fau.edu
Testing Center	561-297-3999	-
Undergraduate Admissions	561-297-4700	owlcard@fau.edu